

QUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 228
PAGE
NO. 1.

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency
BUREAU OF MEDICAL SERVICES AND HOSPITALS
CANCER CONTROL SERVICES

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.
6. Recommendation of Hall of Records and Board of Public Works.

1. DELINQUENT PATIENT FOLLOW-UP FILE

Quantity: 1 drawer

Dates: 1947 - -

File Arrangement: Alphabetical

Annual Accumulation: less than $\frac{1}{2}$ cubic foot

This file is comprised of correspondence with County Health Departments, Cancer Detection Centers, hospitals, doctors, and patients. It relates to the efforts of the Bureau to reinstitute treatment for patients who have failed to complete the recommended course of treatment.

RECOMMENDATION: RETAIN UNTIL DISCONTINUANCE OF FOLLOW-UP OR DEATH OF PATIENT, WHICHEVER IS EARLIER, AND THEN DESTROY.

2. CANCER CASE HISTORIES

Form No.: American Cancer Society Form No. 7

Size: $8\frac{1}{2}$ " x 11" - 4 sides

Dates: 1946 - -

Quantity: 13 drawers (20 cubic feet)

File Arrangement: By county and chronological therein

Annual Accumulation: 2 cubic feet

Indexed: Numerical register

This form shows the results of the detailed medical examination of an individual for cancer detection purposes. It is prepared at the Cancer Detection Center, which retains one copy. Copies also are distributed to the State Department of Health (this file), the

7. Agency, Division or Bureau Representative

Clement W. Gaines
V. C. Seacrest
Signature

Chief Bur. Mgt.
Chief, Bureau of Medical Services and
Title Hospitals

1/26/56
12/15/55
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/27/56
Date

Monica S. Radloff
Archivist

JAN 31 1956

Date

McLuskey
Secretary

APPROVED
HALL OF RECORDS COMMISSION

ST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 228

PAGE
NO. 2.

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>the Maryland Chapter of the American Cancer Society (Baltimore) and the individual's private physician. The copy in this file is used for the preparation of statistical reports.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
3.	<p><u>CANCER CYTOLOGY REPORTS</u></p> <p>Form No.: BL-159 Size: 3" x 5" Quantity: 2 drawers Dates: 1946 - - File Arrangement: Chronological within the class of cancerous finding Annual Accumulation: 4 linear inches</p> <p>This is a copy of the Bureau of Laboratory's form used for reporting cancer findings on specimens submitted. This file contains only those reports showing definite or suspicious cancerous findings. Other copies of the report are sent to the physician or hospital making the laboratory request and to the County Health Department.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Quantity: 6 drawers (9 cubic feet) Dates: 1947 - - File Arrangement: Biennial and alphabetical therein Annual Accumulation: less than one drawer Disposable Amount: 4 cubic feet</p> <p>Correspondence concerned with the functions of the office. It is with State, local, Federal, and other state agencies, doctors, hospitals, etc.</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.</p>	

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

Date . . .

[Signature]
.....
Secretary